

April 2016

Dear Vendor:

The Marlboro Township Recreation Department is presenting its **33rd Annual Marlboro Day** on **Sunday, September 18, 2016, from 12:00pm- 5:00pm**, with a rain date of September 25th. This event has always been a great way for the families of Marlboro to come together and celebrate our beautiful community.

Due to the overwhelming response each year from vendors, we are limiting the number of crafters, commercial vendors (businesses) and non-profits. **Non-Profit vendors must attach proof of non-profit status-copy of determination letter from IRS, W-9 form with Tax ID#, etc.**

If you are interested in participating in this special event, **please return the enclosed application along with payment no later than August 12, 2016. The application process is first come, first serve.** Each application will be reviewed. Acceptance and permitted items will be at the discretion of the Recreation Department. **Please read the application for examples of unacceptable merchandise, material or giveaways.** We will be sending out acceptance notification letters by mid August.

Please be advised that there are no electrical hook-ups. Any vendor using a generator must have a fire extinguisher. Generators *must* be the silent type. **If you are using a generator, you MUST note that on your application.** We will not allow a generator to be used unless we are aware of it prior to the event. Vehicles will not be allowed to remain at the site after you have set up. You will not be permitted to bring vehicles back onto the site until 5:00pm. **Refunds will not be granted for any reason.**

Periodically the New Jersey Department of Taxation will do random inspections. Marlboro Township will not be responsible for any vendor who is not registered.

Please be sure to read all of the information on the application and keep a copy for your reference. If you have any questions, please call the Marlboro Recreation Department, Monday- Friday, 8:00am-4:00pm, at 732-617-0100.

Sincerely,

Valerie Crimeni
Recreation Leader

